



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Institution

INSTITUTION SUPPLEMENT - PEKIN, IL

OPI: Correctional Services

NUMBER: PEK 5267.09O (English)

DATE: February 21, 2020

VISITING REGULATIONS

Approved: F. Entzel, Warden
FCI Pekin

1. PURPOSE AND SCOPE

The purpose of this institution supplement is to establish visiting regulations and procedures for the Federal Correctional Institution and Satellite Camp in Pekin, Illinois.

2. PROCEDURES

- A. The visiting schedule for the FCI will be Saturday and Sunday from 8:15 a.m. to 3:00 p.m. Visiting on Monday will occur from 1:00 p.m. to 8:00 p.m.

Visiting on all Federal Holidays, even if the holiday falls on a Monday, will be from 8:15 a.m. to 3:00 p.m. The Visiting Room will be closed on Tuesdays, Wednesdays, Thursdays and Fridays. All regular visits will be conducted in the Institution Visiting Room with the exception of the Special Housing Unit inmates. The use and introduction of tobacco products at both the FCI and SCP is prohibited.

Visiting for the Special Housing Unit inmates will be conducted via TRULINCS VIDEO Visit in the designated visiting area in the Front Lobby. The regular visiting periods will apply. SHU video visits will be limited to one 30 minute block per day.

- B. The visiting schedule for the Camp will be Saturday, Sunday and Federal Holidays from 8:30 a.m. until 3:00 p.m.

NOTE: No visitor will be allowed onto the institution grounds prior to 8:00 a.m. At 8:15 a.m., visitors will begin processing into the Visiting Room. Visitors will not be processed into the Visiting Room after 2:30 p.m. unless it is an attorney visit with prior

approval. Non-visitors will not be permitted to wait in the lobby area or in the institutional parking lot.

Visitors arriving after 9:30 a.m. on weekends and holidays will not be escorted into the visiting room until after the count is verified. Visitors who wish to be processed and escorted to the visiting room prior to the aforementioned deadline should arrive at the lobby no later than 8:45 a.m.

- C. The SCP and FCI visiting will be regulated by a point system. Each inmate will be given forty (40) points every month. All inmates will be vested with forty (40) points at the beginning of each month. One point will represent one (1) hour of visiting time on weekdays. Two (2) points will represent one hour of visiting time on weekends and federal holidays. Unused points will not be accrued or added to the next month's points. Holdovers will be allowed four (4) visiting days per month, two (2) of which may occur on weekends. Attorney legal visits are "free" and will not be charged against the "points per month" limit. Once an inmate utilizes his points, he will not be permitted any additional points unless approved in writing by the Associate Warden of Programs.
- D. Upon a visitor's arrival at the institution, the Front Entrance Officer will verbally confirm that each visitor is not in possession of alcohol, narcotics, firearms, ammunition or any unauthorized items. Persons suspected to be under the influence of drugs or alcohol, or to be in the possession of contraband for intended purposes of introduction, will not be permitted entry into the institution and the visit will not be allowed. The Operations Lieutenant will be notified immediately in such cases. The visitor(s) must complete a "Notification to Visitor" form (BP-S224.022, Title 18, United States Code, Chapter 87, section 1791) prior to entering the Visiting Area. The Front Entrance Officer will verify the inmate is at this facility. The Front Entrance Officer will then verify the visitor(s) is on the inmate's approved visiting list. If the visitor's name does not appear on the computer visiting list, the visitor will not be allowed entry into the institution. If the visitor is immediate family, or if there are unusual circumstances regarding the visit/visitor, a unit team member will be contacted.

If a unit team member cannot be contacted, the Institution Duty Officer will be contacted to make a final decision. All visitors age 16 and older must have a valid photo I.D. (valid driver's license or other valid state or government photo I.D. card). Positive identification of visitors will be required.

NOTE: Under no circumstances shall a visitor be allowed to view the computer screens, an inmate's visiting list, nor will they be told who is or is not on an inmate's visiting list.

NOTE: In the event that the visiting room program becomes inoperable, the alternate system on the desktop titled, "Visiting List Backup", will be utilized. Visiting lists are maintained in the inmate's central file and will serve as the final backup if the computer system is incapacitated. The Front Lobby Officer will contact the Unit Team to verify the inmate visitors from the approved visiting list.

- E. Visitors and their authorized items at the FCI will be subject to metal detection and x-ray screening prior to entrance into the institution. Additionally, visitors will be subject to random trace drug detection and same sex pat searches. Visitors at the Camp may be randomly screened using the hand-held metal detector. A visitor who objects to any search, tests or entrance procedures has the option of refusing and leaving the institution grounds. Staff shall deny admission to the institution any visitor who refuses to be screened by a metal detector or who refuses to undergo a search of personal items, (i.e., purse, coats, bags, briefcase, etc.). Visitors who refuse any such search or procedure and elect to leave the institution, will not be permitted to visit without prior approval of the Associate Warden of Programs. The Operations Lieutenant will ensure Attachment #3 is completed for all visitation denials. A memo will be attached if needed, with any additional information.
- F. All inmate visitors at the FCI will be hand stamped with the stamp of the day by the Front Lobby Officer. The Visiting Room Escort Officer will be given the visitor's Title 18 and picture identification once approved by the front lobby officer. All visitors will be black lighted at the Control Center sallyport and by the Visiting Room Officer prior to entering the visiting area. The escort officer will give the Title 18 and picture identification to the Visiting Room Officer, who will place the items into a file until the visitor is ready to leave. Prior to the visitor departing the visiting room, the inmate will be separated from the visitor and both will be identified. Once arriving at the Control Center sallyport the visiting escort officer will identify the visitor by the use of a black light, the Title 18 and the picture identification to ensure the visitor is properly identified. The visitor will be escorted to the Control Center sallyport, where the Control Center Officer will identify the visitor by the use of a black light. The visitor will then be escorted to the Front Lobby, where the Front Lobby Officer will issue the photo identification back to the visitor. Any discrepancies will be reported to the Operation's Lieutenant prior to the departure of any visitor. Once a visitor leaves the visiting room, they cannot re-enter on the same day.
- G. If the Front Lobby Officer determines that a visitor will be denied entrance into the institution, be it for improper dress or any other reason, he/she will contact the Operations Lieutenant or the Institution Duty Officer. The Institution Duty Officer, in consultation with the Operations Lieutenant, will make the final determination whether or not the visitor will be allowed into the institution. (Refer to attachment 3)
- H. Ordinarily, a maximum number of seven (7) visitors, excluding infants and children under the age of three (3), may visit an inmate at one time. The Unit Manager (or in his/her absence, the Institution Duty Officer) will have authorization to approve additional visitors under special circumstances (i.e., out of town, long distance traveled, unusually large family, etc.). Special Housing Unit visitors utilizing the visiting area in the Front Lobby will normally be limited to (4) visitors, including infants and children.
- I. There are times when certain visitors are on the visiting lists of more than one inmate (i.e., husband and son, etc.). If a visitor is on the approved visiting list of more than one inmate, they will ordinarily not be allowed to visit more than two (2) inmates at the same

time. This will only be permitted when the visitor is an immediate family for both inmates.

- J. In the event of overcrowding, visits may be limited to a minimum of one (1) hour. After a minimum of one (1) hour, the Visiting Room Officer will notify the Institution Duty Officer that terminating visit(s) will be necessary in order to accommodate awaiting visitors. Consideration will be given to those visitors who visit infrequently and/or who have traveled long distances. These visitors will be among the last to be terminated. The Institution Duty Officer will have final approval for the termination of all visits.
- K. All children under sixteen 16 years of age do not have to be on an approved visiting list, however, they must be accompanied by an approved adult visitor. Children who are 16 or 17 years of age that are not escorted by an adult may visit, if they have written approval from a parent or legal guardian. All visitors will be expected to maintain control of their children at all times. Inmates will be responsible for the behavior of all children visiting them. If children in the Visiting Room become a nuisance to the orderly operation of the Visiting Room, the visit may be terminated. Inmates are not allowed to be in the children play area.

3. Visiting Room Regulations:

- 1. Inmates and visitors alike must remember that visiting is a family activity and good conduct is expected at all times. Socially acceptable gestures of communication and affection, such as handshaking, embracing, and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit. This will minimize the opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area. Indecent, annoying or disruptive conduct will not be tolerated.
- 2. Inmates who repeatedly violate visiting regulations may have their visit terminated or placed under close supervision at the discretion of the Visiting Room Officer. All areas of the Visiting Room, including rest rooms, may be monitored to prevent passage of contraband and to ensure the security and welfare of all concerned. All inmates should be made aware that they are responsible for their visitor's behavior. The institution retains the right to assign seating locations for visitors and inmates.
- 3. All visitors are to be dressed appropriately for visiting. The following items of clothing are inappropriate for visiting at the Federal Correctional Institution and Satellite Camp in Pekin, Illinois:
 - a. Miniskirts (and mini dresses) to include any skirt or dress above the middle of the knee. Slits in dresses may not rise above the middle of the knee.
 - b. Shorts worn above the middle of the knee.
 - c. Halter tops or halter dresses.
 - d. Blouses and/or other apparel which is revealing in nature (i.e., no

- transparent, excessively tight fitting (spandex), cut-off tops, sweats, sleeveless, mid-drifts, jeans with holes, jeggins etc.)
- e. Strapless dresses/tops.
 - f. Tank tops - male or female.
 - g. Military clothing (i.e., field jackets, camouflage, green fatigues). No khaki or light brown clothing of any type will be allowed in the visiting room.
 - h. No hats or headbands.
 - i. Shirts of any kind that display profane, sexually explicit or illegal gang material. Also, shirts which display symbols or writing inappropriate for a correctional environment.
 - j. No open toed shoes.
4. **Only** the following visitor's personal property items will be allowed into the Visiting Room, and must be carried in a clear plastic bag. Several small or medium bags may be used to carry all items, but no bag will be larger than 18" x 18".
- a. A clear change purse or billfold.
 - b. Money, not more than \$30.00 or one debit/credit card.
 - c. Comb/hair brush.
 - d. Baby bottles.
 - e. A reasonable amount of diapers and a small blanket.
 - f. Baby food (reasonable amount) must be vacuum sealed in the original container.
 - g. Baby clothes (one set).
 - h. Jewelry worn (no jewelry will be carried in).
 - i. A sweater, light jacket or coat.
 - j. Feminine hygiene items.
 - k. One set of car keys. (Electronic locking devices will be at the Officers discretion.)
 - l. Life sustaining medication, will remain in the possession of visitors. Diabetic medication, needles and syringes are not considered life maintenance medications and must be stored securely in the visitor's vehicle. Approved medications:
 - a. Epinephrine Auto Injector (Epi-Pen)
 - b. Prescribed Asthma Inhaler
 - c. Nitroglycerin Oral Tablets (Must be in prescription bottle)
 - m. All other personal property not authorized must be secured in the visitor's personal vehicle. All items authorized for entrance into the Visiting Room will be searched by the Front Entrance Officer.
 - n. Visitors will not be allowed to bring into a Visiting Room such items as magazines, newspapers, books or photographs, (other than legal material on an attorney visit). The Unit Manager must approve in advance any personal documents brought into the visiting room.

- o. NOTE: Recording equipment or cameras will not be allowed on the premises without advanced written permission from the Warden.
- p. Attorneys will be required to provide proper identification and current legal licenser prior to the visit.
- q. An attorney visit for an inmate will be verified and coordinated by the Unit Team at least 24 hours in advance and requested in writing by the attorney. If approved, the attorney will be permitted to visit during regularly scheduled visiting days and hours.
- r. Attorneys requesting visits with inmates on non-regular visiting days or after normal visiting hours will be accommodated in so far as time, security and manpower constraints permit, ordinarily with 24 hours advance notice. Attorneys shall be placed in the Attorney / Client room within the visiting room. Attorneys shall be required to sign the log book located in the Front Lobby when entering and departing the institution. The log book will reflect "Attorney signature, date, inmate visited, time in, time out, and remarks". In addition, all attorneys must complete and sign Certification for Licensed Attorney Form (see Attachment #1).
- s. Special visits will be approved by the Associate Warden of Programs and the definition of what constitutes a special visit is outlined in the Program Statement for Inmate Visiting. Special visits may also be limited by the availability of staff to supervise the visit. This section does not imply that special visits may occur during non-visiting hours. The Associate Warden of Programs may approve an extra visit due to special or unique circumstances and the Unit Team will supervise the special visit if additional supervision is required. If extra visiting points are approved by the Associate Warden of Programs, he/she will direct the Unit Team to enter the additional points into the visiting program. Ministers of Record and Clergy must submit a written request to the Chaplain. Upon approval, Unit Staff will add the name and title to the inmate's visitor list.
- t. Special visits from members of the community who are not on the inmate's approved visiting list must be approved in advance by the Associate Warden of Programs. If approved, each individual must be entered in the visiting computer system as a "special visit".
- u. Vending machines are available in the Visiting Area. **ONLY VISITORS ARE ALLOWED TO GO TO THE MACHINES TO PURCHASE ITEMS, USE MICROWAVE, OR GET NAPKINS, FORKS, ETC.** Items purchased from the vending machines, but not consumed, must be disposed of prior to exiting the visiting room. The Officer assigned to the Visiting Room is not responsible for losses incurred. Reimbursement is not guaranteed.
- v. Inmates are to stay seated at all times unless approval is authorized for restroom usage, picture taking or other movement needs, etc.

5. Approval/Denial of Visits:

1. The approved visiting list maintained in the central file of an inmate transferring into the institution from another facility will be used once it has been checked to ensure accuracy and that all necessary forms are in the central file. Visitors that have been placed on the list that are not in accordance with P.S. 5267.08 will be removed pending completion of a Visitor Information form (BP-629).
2. Inmates transferring into the institution with no visiting list or inmates being incarcerated for the first time will follow the guidelines below.
3. The Unit Counselor will compile a visiting list for each inmate. These may include:
 - a. Immediate family members - Mother, father, step-parents, foster parents, brothers, sisters, spouse and children.
 - b. The word “spouse” includes a common-law relationship that has previously been established in a state which recognizes such a status.
 - c. Other relatives - Grandparents, uncles, aunts, in-laws and cousins.
 - d. Friends and Associates - Visiting privileges shall ordinarily be extended to friends and associates who had a prior relationship before confinement. Any exception to this prior relationship requirement must be approved in writing by the AW(P) / Camp Administrator. Ordinarily, an inmate’s visiting list should not list more than ten (10) friends and associates. The Warden may make an exception to this provision when warranted.

People with prior criminal convictions: The AW(P)/Camp Administrator has the authority to place a person with a prior drug related or violent criminal conviction on a visiting list. Any other conviction will be reviewed by the Unit Manager to determine if the approval of the AW(P)/Camp Administrator is warranted. Any questions concerning the suitability of an individual will be referred to the AW(P)/Camp Administrator for final determination.

Inmates will submit a Proposed Inmate Visitor list to the Counselor for immediate family members. Immediate family members will ordinarily be approved for visit, absent strong circumstances which would preclude visiting. If the family member is verifiable, they will be placed on the inmates visiting list if all requested information is provided. If the inmate is unable to provide the information requested, the visitors will be placed on the list for a 30 day period pending the receipt of the information requested.

4. The Unit Counselor will provide the inmate with a Visitor Information form (BP-629) for each individual required to complete the form, as per P.S. 5267.09, and

for whom the inmate is requesting as a visitor. This includes all immediate family members. The inmate is responsible for forwarding the Visitor Information Form (BP-629) to each prospective visitor. These forms must be signed and returned directly to the Unit Counselor.

5. The Unit Counselor will notify the inmate of each approval or disapproval and provide the inmate with a copy of the Visiting Information and Regulations (Attachment #2). These regulations shall include directions to the institution and shall cite Title 18 U.S. Code, Section 1791.
6. The Visitor Information forms will also be maintained in the Central File. If the investigation reveals that the individual has a criminal history, the Unit Counselor will send the Request for Conviction Information (BP-141) to the proper agency for disposition information.
7. The Unit Counselors are responsible for updating and maintaining a current and accurate computer visiting list for each inmate. The Unit Counselors are also responsible for ensuring the visiting program is updated to reflect all visiting restrictions imposed by the UDC or DHO. The current approved visiting list will be maintained in the inmate's central file. Visiting lists may be updated at any time.
8. If an inmate wishes to have a visitor removed from his or her visiting list, they must submit an Inmate Request to a Staff Member (BP-S148) to their Unit Team which identifies the visitor(s) they want removed. All visiting paperwork associated with these individuals will be removed from the central file. To be reconsidered for visiting privileges, these visitors would need to submit a new Visitor Information form.
9. The Visiting Room Officer will identify the inmate by his photograph on the institutional picture card. Upon completion of the visit, the same identification procedures will be followed.
10. Visiting files of inmates, who are out of the institution on court trips, writs, furloughs, etc., will remain in the Visiting Room computer. When an inmate is transferred from this institution, the assigned Correctional Counselor will ensure a current copy of the inmate's visiting file is placed in the inmate's Central File. The Unit Manager has the primary authority to approve inmate visitors. In the absence of the Unit Team, the Operation's Lieutenant in consultation with the Institution Duty Officer may approve a visit. After checking the Central File for documentation, the Unit Manager will make the decision to approve or deny the visit. If the visit is denied, the Visitor Denial Form (Attachment #3) will be completed and placed in the inmate's Central File and a copy forwarded to the

Captain.

6. Inmate Dress and Property Permitted in the Visiting Area:

1. The appearance of any inmate who enters the Visiting Room will be neat and clean at all times. Authorized clothing for the FCI and SCP Visiting Rooms will be issued institutional clothing only (shirt, pants, belt, socks, underwear and black issued shoes). Only collared shirts will be allowed and the shirt must be tucked into the pants. SCP inmates must wear their shirt tucked into their pants.
2. Inmates will enter the Visiting Area through the shakedown room and will have in their possession their inmate I.D. card. Only authorized personal property (listed below) will be allowed into the visiting room after being properly inventoried and recorded on the FCI/SCP Visiting Room Inmate Property Log (Attachment #4).
 - a. One comb
 - b. One handkerchief
 - c. One wedding band
 - d. One religious medallion
 - e. Religious headgear (if authorized by the Chaplain).
 - f. One pair of prescription glasses (including sunglasses).
3. Inmate property will be re-inventoried prior to the inmate going to the Compound.
4. All inmates at the FCI will be visually searched and SCP inmates will be pat searched prior to entering the Visiting Room. At the conclusion of the visit, all inmates housed at the FCI will be visually searched and screened using the hand-held metal detector before re-entering the general population. Inmates at the FCI will be randomly placed in the Ready Scan device in R&D. Visiting room officer #3 will notify the Lieutenant's Office and the Lieutenant will ensure two qualified staff escort the inmate(s) to R&D and screen the inmate(s) utilizing the SecurePass System. If an inmate is suspected by staff of hiding contraband, a Lieutenant and two staff will escort the inmate to R&D so the inmate can be screened using the SecurePass System. The PREA scanning option will be utilized at all times when screening inmates. Inmates at the SCP will be pat searched and randomly visually searched at the conclusion of their visits.

7. Special Concerns of the Visiting Room Officers:

1. Holdover Inmates:

Holdovers will be allowed four (4) visiting days per month, two (2) of which may occur on weekends. The Warden may limit visits to the immediate family for holdovers where there is neither a visiting list from a transferring institution nor any other verification of proposed visitors.

2. Hospitalized Inmates:

- a. When visitors come to see an inmate who is hospitalized in the institution, the Health Services Administrator, in consultation with the Captain, will determine whether a visit may take place and, if so, whether it should be held in the Hospital. When the Health Services Administrator is against the visit because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes visitation inadvisable or is otherwise not in a condition to see visitors, the situation will be carefully and sensitively explained to the proposed visitor and documented in the inmate's Central File.
- b. Inmates hospitalized in the community will not receive visitors unless authorized by the Warden or the Administrative Duty Officer.

3. Normal visiting procedures will be followed:

- a. The visitor will complete a "Notification to Visitor" form (BP-S224.022, Title 18) and will be searched with a hand-held trans frisker checked out from the Control Center.
- b. Only immediate family on the inmate's approved visiting list may visit. The length of the visit may not ordinarily exceed one (1) hour per authorization. Any approved visiting is subject to the rules of the community hospital. If the Notification to Visitor form (BP-s224.022, Title 18, and trans frisker is not readily available, staff supervising the inmate will request and obtain both prior to the visit taking place.
- c. The visit will be entered into the log book and all forms will be brought back to the institution for retention.
- d. General visiting rules and regulations of the hospital will be observed at all times and may supersede these guidelines.

4. Unauthorized/Non-Scheduled Visit Requests: On occasion, individuals come to the institution during normal visiting hours to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. If the visit is approved, the Institution Duty Officer in consultation with the Operations Lieutenant will make the final decision. This approval may be for immediate family members only. If the visit is approved, it will be the responsibility of the Institution Duty Officer to:

- a. Ensure the visitor completes a Visitor Information Form. This form will be forwarded to the Unit Team on duty for the purpose of completing an NCIC check and entering the visitor into the visiting

- program.
- b. Notify the inmate of the decision.
 - c. Prepare a memorandum for the inmate's Central File, via the appropriate Unit Manager, specifying the circumstances upon which the visit was either approved or denied.
5. Walsh Act inmates: Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored, by being seated closer to the officer's station for greater direct supervision.
8. Supervision of Visits: Visiting Room Officers shall be aware of any article passed between an inmate and a visitor. If there is reasonable basis to believe materials are being passed, the Visiting Room Officer is to examine the item(s). The Operation's Lieutenant should be consulted in questionable cases. The Operation's Lieutenant must be notified if staff believes contraband (i.e., drugs, weapons) have been passed.
9. Temporary Suspension of Visiting Privileges: The following procedures shall be followed to notify an inmate and his involved visitor(s) that the inmate's visiting privileges are temporarily suspended as a result of misconduct in the Visiting Room.
1. If an incident, which is serious in nature, occurs between an inmate and an approved visitor(s), the Visiting Room Officer-in-Charge shall notify the Institution Duty Officer. The visit will be terminated and an incident report will be written, if appropriate. The Institution Duty Officer will submit a memorandum to the Unit Team to notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended. The Unit Team will immediately remove the listed visitor from the inmate's approved computer Visiting List. A copy of this memorandum will also be sent to the Front Lobby Entrance Officer and placed in the inmate's Central File in the visiting section.
 2. A member of the inmate's Unit Team shall verbally notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended pending final disposition of administrative action taken against him.
 3. The Unit Team shall prepare a letter for the Warden's signature to the involved visitor(s), notifying him/her that the inmate's visiting privileges have been temporarily suspended.
 4. The Unit Team shall prepare a memorandum to the inmate for the Warden's signature, which notifies him that his visiting privileges with the involved visitor(s) have been temporarily suspended.

5. Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the AW(P) to the Warden enumerating the specific reasons for reinstating the individual to the approved visiting list. Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden. At the SCP, the Unit Team will prepare a memorandum through the SCP Administrator to the Warden.
6. If the Discipline Hearing Officer (DHO) sanctions the suspension of visits for an inmate, the DHO shall notify the Unit Team for immediate corrections to be made to the Visiting Computer system.
10. Photographs: Inmates may purchase tickets from the Commissary for the purpose of obtaining photographs of themselves and family in the Visiting Room. Pictures will be taken by an authorized inmate photographer. Photographs will be taken on scheduled visiting days. All photos will be in good taste. Inmates are authorized to take group pictures with family and friends only. Group pictures of two or more inmates together will not be allowed.

OFFICE OF PRIMARY INTEREST: Correctional Services

DIRECTIVES AFFECTED

- Directives Rescinded
PEK 5267.08N, Visiting Regulations, (07/02/12)
- Directives Referenced
PS 5267.09, Visiting Regulations, (12/10/15)

ATTACHMENTS

- Attachment 1 - Certification for Licensed Attorney
- Attachment 2 - Visiting Information and Regulations
- Attachment 3 - Visitor Denial Form
- Attachment 4 - FCI Visiting Room Inmate Property Log
- Attachment 5 - SCP Visiting Room Inmate Property

Log
cc: *Distribution*

- FCI Pekin's Supplement LAN Addresses
- Warden's Office Master File Copy
- TRULINCS
- OPI

FEDERAL CORRECTIONAL INSTITUTION AND CAMP
PEKIN, ILLINOIS

CERTIFICATION FOR LICENSED ATTORNEY

I, _____, a licensed Attorney in the state of

_____, with offices at

_____,

visiting _____ on

_____, 20____, agree that my visit with this inmate is for

the purpose of facilitating the Attorney-Client relation and for no other purpose. I agree that my

tape-recording or other recording made by me will be used only to facilitate this relationship.

Attorney Signature

FEDERAL CORRECTIONAL INSTITUTION - PEKIN, ILLINOIS
VISITING INFORMATION AND REGULATIONS

Visiting plays an important part in the lives of inmates at FCI Pekin and their families. It is a meaningful connection for the inmate and his or her family which ensures family ties are kept strong while the inmate is incarcerated at FCI Pekin. It is also a privilege that should not be taken lightly or abused. Many children are expected to visit their fathers and mothers who are incarcerated here. To ensure the visit is a wholesome, family experience, the following rules and regulation will apply. Inmates are asked to provide this information to visitors so that the visit will be a meaningful experience. Acceptable forms of identification are valid driver's license and valid official photo identification card.

INMATE'S NAME AND REGISTER NUMBER

_____ (Visitor's Name), has been approved to visit you while you are incarcerated at Pekin. In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so he/she will be aware of our visiting regulations.

VISITING INFORMATION AND REGULATIONS

We will notify persons authorized to visit, as we are doing in your case. Children under 16 years of age must be accompanied by an approved adult member of the family or have written approval from an adult member of the family of at least 18 years of age. Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two (2) weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival. The number of persons visiting one inmate as a group shall be limited to seven (7).

Members of the immediate family (parents, brother, sisters, spouses, and children) are temporarily placed on the inmate's visiting list upon the inmate's arrival at the institution, provided the family members can be identified in the inmate's Presentence Investigation. These visitors and all other visitors must then obtain permission to visit in advance of planned visits. This may be done in writing by using the visitation forms sent by the inmate's Unit Counselor. If the visit is granted, the requesting party will be notified by the inmate. Once a person's name is placed on the approved list, it is not necessary to obtain permission in advance of future visits. When visiting for the first time, it is recommended that the visitor verifies whether or not he/she is on the inmate's approved list prior to traveling.

Please note that it is the inmate's responsibility to ensure that his visitors are placed on his approved visiting list.

VISITING SCHEDULE: The visiting schedule for the FCI will be Saturday, Sunday, Monday and all Federal Holidays, from 8:15 a.m. to 3:00 p.m. Visiting on Monday will occur from 1:00 p.m. until 8:00 p.m.

Visitors arriving after 9:30 a.m. on weekends and holidays will not be escorted into the visiting room until after the visiting room count is verified. Ordinarily, visitors who wish to be processed and escorted to the visiting room prior to the aforementioned deadline should arrive at the lobby no later than 8:45 a.m.

Visiting for the Special Housing Unit inmates will be conducted via video conferencing, in the designated visiting area in the front lobby.

Visitors arriving after 2:30 p.m. will not be allowed to visit for that day.

The visiting Schedule for the SCP will be Saturday, Sunday and all Federal Holidays from 8:00 a.m. until 3:00 p.m. No visitor will be allowed into the institution prior to scheduled visiting hours.

SCP and FCI inmate visiting will be regulated by a point system. Each inmate will be given forty (40) points every month. All inmates will be vested with forty (40) points at the beginning of each month. One point will represent one (1) hour of visiting time on weekdays. Two (2) points will represent one hour of visiting time on weekends and federal holidays. Unused points will not be accrued and added to the next month's points. The SCP does not work on the visiting point system. The Visiting Room Officer may terminate a visit because of overcrowded condition or improper conduct of the visitor and/or the inmate.

The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of, or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

Inmates will be permitted to visit with **AUTHORIZED VISITORS ONLY**. The Front Lobby Officer will require proper identification of all visitors, both inmate and official. All visitors age 16 and older must have a valid photo I.D. (valid driver's license or other valid official photo I.D. card). Positive identification of visitors will be required.

When a conference with an institutional staff member is desired, the visit should be arranged in advance, and the visiting room staff notified.

All visitors are to be dressed appropriately for visiting. Visitors are to dress conservatively in a

manner and style suitable for a public and family-oriented setting. Officers are to deny visits when clothing wear is not consistent with this standard. The following items of clothing **are inappropriate** for visiting at the Federal Correctional Institution and the Federal Prison SCP at Pekin, Illinois:

1. Miniskirts (and mini dresses) to include any skirt or dress worn above the middle of the knee. Slits in dresses or skirts may not rise above the middle of the knee.
2. Shorts worn above the middle of the knee.
3. Halter tops or halter dresses.
4. Blouses and/or other apparel which is revealing in nature (i.e., no transparent, excessively tight fitting, spandex, sleeveless, strapless, halter tops, tank tops or cut-off tops, mid-drift, jeans with holes, sweats, , jeggins etc.)etc.).
5. Strapless dresses/tops.
6. Tank tops - male or female.
7. No military clothing (i.e., field jackets, camouflage, green fatigues). No khaki or light brown clothing of any type will be allowed in the visiting room.
8. No hats or headbands.
9. Shirts of any kind that display profane, sexually explicit, or illegal gang material. Also, no shirts which display symbols or writing inappropriate for a correctional environment.
10. No open toed shoes.

Only the following visitor's personal property items will be allowed into the Visiting Room, and must be carried in a clear plastic bag. Several small or medium bags may be used to carry all items, but no bag will be larger than 18" x 18".

- A clear Change Purse or billfold
- Money, no more than \$30.00 or one debit/credit card.
- Comb/Hair brush
- Baby bottles
- A reasonable amount of diapers and a small baby blanket.
- Baby food must be vacuum sealed in the original container.
- Baby Clothes (One Set)
- Medication (Life Maintenance, i.e., Heart, epileptic medication, etc. only). At the FCI, these medications will be maintained by the Visiting Room Officer. Diabetic medication

and syringes are not considered life maintenance medications and will be stored in the visitor's vehicle.

- Jewelry worn (no jewelry will be carried in)
- A Sweater/light jacket or coat
- Feminine hygiene items.
- One set of car keys (Electronic locking devices allowed in at Officers discretion)
(Questionable devices will be directed to the Duty Officer/Operations Lieutenant.)

All other personal property will be secured in the Visitor's personal vehicle. All items authorized for entrance into the Visiting Room will be searched by the Front Lobby Officer.

Visitors will not be allowed to bring into the Visiting Room such items as magazines, newspapers, books, photographs, photo albums, personal business forms, etc. (other than legal material for an Attorney visit).

DO NOT BRING FOOD OF ANY KIND into the institution. Food items and beverages are available from vending machines. Note that only visitors are allowed to go to the machines to purchase items.

NOTE: Recording equipment or cameras will not be allowed on the premises without advanced written permission from the Warden.

Inmates and visitors alike must remember "Visiting is a family activity and good conduct is expected at all times". Socially acceptable gestures of communication and affection, such as shaking hands, a kiss and embrace of greeting or farewell are allowed within the limits of "good taste". Indecent, annoying or excessive conduct will not be tolerated. Inmates who repeatedly violate visiting regulations may have their visit terminated or placed under close supervision.

All areas of the Visiting Room, to include rest rooms, may be monitored to prevent passage of contraband and ensure the security and welfare of all concerned. All children under eighteen (18) years of age will be accompanied by an approved adult visitor. All visitors will be expected to maintain control of their children at all times.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom, anything whatsoever without the knowledge or consent of the Warden. The law (Title 18 U.S.C. 1791 and 3571) provides violators may receive 20 years or a \$250,000.00 fine and/or both. It is a federal crime to bring upon these premises weapons, ammunition, intoxicating drugs, or contraband. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791 and 1792).

Contraband is defined as the introduction or attempt to introduce into or upon the grounds or any federal penal or correctional institution, or the taking or attempt to take or send there from, anything whatsoever without the knowledge and consent of the Warden or Superintendent of

such federal penal or correctional institution.

Contraband items include, but are not limited to; guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs, tobacco or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or his staff representative to bring any item or thing upon the institution grounds.

These rules and regulations were established in order to maintain the security and welfare of visitors and inmates alike. The Administration of this institution has every desire to make your visit as pleasant as possible. Should you have any questions regarding visitation, please feel free to ask the Front Lobby Officer or Visiting Room Officers.

LOCATION: The site of the Federal Correctional Institution is located on Route 29 south, approximately 5 miles south of Peoria, IL; 2½ hours southwest of Chicago, IL and 3 hours northeast of St. Louis, MO. The Institution is 70 miles north of Springfield, IL, which is the state capital. FCI Pekin is located 5 miles from interstate 74. The Pekin area is accessible by car via U.S. 9 or U.S. 29, which are the primary access roads to the area.

PHYSICAL ADDRESS: FCI Pekin
(Not Mailing) 2600 S. Street
Pekin, IL. 61555
TELEPHONE: (309)346-8588

PUBLIC TRANSPORTATION TO THE PEKIN AREA

1. Commercial Airline service is available through Peoria, IL. Central Information Number: (800) 433-7300, or your local area terminal.
2. Interstate Bus service is available via Trailways Bus lines to Peoria, IL.
3. Amtrak trains have regular stops in Chillicothe (15 miles away from Pekin) and Bloomington (60 miles away from Pekin).
4. Cab and limousine service is available from the Peoria airport. For local information, call Checker Cab Company, (309) 346-4184.
5. Pekin City Bus service regularly stops in Peoria, IL. For information call: (309) 477-2329.

There are a number of motels in the Pekin/Peoria area.

FCI/SCP PEKIN, ILLINOIS
INMATE VISITOR DENIAL FORM

Note: If the front lobby officer determines that a visitor will be denied entrance into the institution, he or she will contact the Operations Lieutenant and the Staff Duty Officer. The Staff Duty Officer, in consultation with the Ops Lieutenant will make the final determination whether or not the visitor will be allowed into the institution.

On (Date), _____, at _____ (a.m.)(p.m.), the following inmate visitor,

(Mr.) (Mrs.) (Ms.) _____ was denied entrance into the institution.

The visitor arrived at the institution to visit:

(Inmate Name) (Registration Number)

The visit was denied for the following reason:

- _____ No identification
- _____ Not on Visiting List
- _____ Under age without Parent/Guardian
- _____ Other: _____

Comments: _____

Institution Duty Officer notified and approved: _____
(IDO signature/date/time)

Operations Lieutenant notified and _____
(Ops Lt signature/date/time)

Front Lobby Officer

AUTHORIZATION FOR LEGAL MATERIALS
IN VISITING ROOM

I, _____, request authorization to take materials
(Inmate name and register number)

connected to my visit on _____ into the visiting room. I understand that these
(Date)

materials will be searched by my unit manager before authorization is given and are again subject to search by the visiting room officer.

I understand that this authorization is applicable only to legal materials and only for a visit with my attorney as recorded in my Central File. It is not an authorization to take any other materials into the visiting room.

I further understand that the visiting room officer has the authority to reject any documents as he deems necessary and to reject all documents if this signed form is not presented to him upon my arrival at the visiting room.

Inmate Name and Register Number

Date

Approved _____

Disapproved _____

Unit Manager

Date